FINELINE

August 2004

A Division of Finance monthly communication service

Vendors Can Sign Up to Receive Electronic Payments

Vendors who are paid by the State can now sign up to receive payments as electronic funds transfers (EFTs) and can research payment information on the Division of Finance Web site. Current vendors can go to www.finance.utah.gov, and click on *Services, eVendor*.

Vendors will be prompted to enter a Tax Identification Number (TIN), which is either a Social Security Number or the Federal Identification Number for the business. Entering the TIN will bring up one or more entries associated with that TIN. Clicking on any of the entries will bring up a screen vendors can use to search for payments by Vendor Invoice number, payment type (check or EFT), payment check number, or payment date. **Note:** payments in process are not included in this application.

At the bottom of the Payment Search Web page, vendors can click the *Sign Up For EFT* button to open a form to request payments as EFTs rather than as warrants (checks). Vendors will be prompted to provide the necessary banking information, print the form, sign it, and mail it to the address listed on the form. (Allow time for the mail to be received and entered in FINET.) The vendor number will remain the same. Vendors with more than one location must complete a form for each location. Once a vendor is set up for EFT, all payments to that vendor location will be by EFT, regardless of which agency generates the payment.

Agencies will process payments as usual, and FINET will track that the vendor has requested EFTs. The payment will be deposited into the vendor's bank account. Vendors **will not** receive written notification that payments have been deposited by EFT into their accounts. They can use the research functions on the eVendor Web page to find detailed information about the electronic payments.

We will send information to vendors about this application, but if a vendor asks you about EFTs or has asked in the past, please pass along this information.

If you have questions or concerns, contact Carol Young at 801-538-3100. ❖

Grant Accounting Is Newest On-Line Training Course

This month we welcome Grant Accounting as the newest addition to the on-line courses available from the Division of Finance. This course provides an overview of the Grant Accounting features of FINET and describes the process for setting up grants based on grantor and/or management requirements. It includes in-depth coverage of the FINET documents used to set up and modify grants and the associated FINET tables.

Review this course at www.finance.utah.gov/quest/grant.htm. ❖

Here Are Some Things We Learned from the Recovery Audit

After electronically sifting through two and a half years of accounts payable data and finding possible duplicate payments, Horn & Associates, Inc. has identified practices state agencies should follow to make verification less painful.

One important practice is to leave an audit trail by cross-referencing all relevant information on a transaction. For example, Horn identified duplicate payments and verified that both warrants cleared the bank. In some cases the vendor had already returned the duplicate payment on their own check. A good audit trail should reference the cash receipt number on the duplicate payment voucher and reference the duplicate payment voucher on the cash receipt. Then the agency could simply pull the payment voucher and know that the duplicate payment had been returned. They would then provide the cash receipt number to the auditor. Otherwise the agency must spend time and energy searching for returned payments, or we must rely on the vendor to provide that information. If an overpayment is deducted from the next invoice, there is usually an audit trail.

State policy FIACCT 13-00.00 requires that the cash receipt recording the refund of expenditure include "the vendor code used when the expenditure was made." The vendor code is a required field when entering a refund of expenditure, but many agencies use a miscellaneous vendor code such as *000CR* for all refunds. For a refund of a duplicate payment, the agency should use the **specific** vendor number used on the payment. This will correct 1099 information and make it possible to search for these refunds electronically.

Look for other hints in the future to make the recovery audit less painful and more successful. In addition to tracking duplicate payments, Horn will also provide the State with an evaluation of our accounts payable system and will recommend improvements. ✥
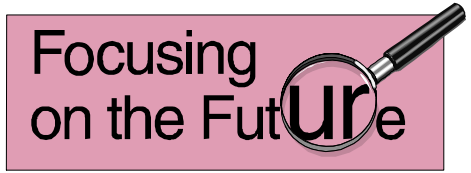
GFOA Recognizes Two Utah Publications for Achievement

Two State of Utah publications have been recognized by the Government Finance Officers Association (GFOA). One award went to the Comprehensive Annual Financial Report (CAFR) for fiscal year 2003, which received the Certificate of Achievement for Excellence in Financial Reporting. This is the nineteenth year in a row the State has received this award. According to GFOA, this is "the highest form of recognition in the area of governmental accounting and reporting."

The *Fiscal Focus* for fiscal year 2003 also received an award for Outstanding Achievement in Popular Annual Financial Reporting. This publication is distributed to provide the citizens of Utah with a condensed overview of the State's financial condition. This is fourth year the State has submitted the *Fiscal Focus* and received this prestigious award.

Thanks to all of the budget and accounting officers and public information officers who helped to make these achievements possible. ✥

Selected Fiscal Yearend Dates*

*See the calendars distributed at the June 22 Budget and Accounting Officers meeting for a complete list of fiscal yearend dates. The calendar is available on the Division of Finance Web site at www.finance.utah.gov/publications/bameetings.htm.

July 30   OLD year cash recording cutoff. For adjustments to OLD year cash after this date, contact Cynthia Bowers, State Finance, at 801-538-3126.

July 30   OLD year check cancellation cutoff.

Aug. 2   Cutoff for July OLD #2 FINET monthend reports.

Aug. 2   Process all OLD year inter-agency IATs by this date (notify buyer agency's main budget officer).

Aug. 2   Finance runs purchase order roll or lapse job (EPNY). Default is *No Action*.

Aug. 3   Final calculation of dedicated credits lapsing amounts.

Aug. 3   Finance distributes July OLD #2.

Aug. 3   Finance distributes Closing Schedule #2, including non-budgeted line items.

Aug. 6   Last day to process OLD year payment vouchers on-line in FINET. After this date all OLD year payments must be paid NEW year and accrued on an accrued expenditure form.

Aug. 13   Final cutoff for OLD year documents entered by agencies in FINET.

Aug. 13   Closing schedules due back. ✤
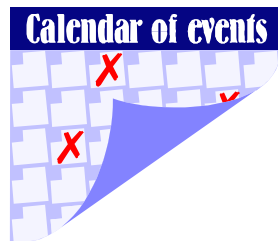
State Per Diem Rate Is the Limit for Lodging Reimbursement

Now that summer is here, state employees traveling on business within Utah are competing with tourists for lodging. As a result, hotels will make fewer rooms available at the state per diem. This means it is more important than ever that state travelers book in-state lodging as far ahead as possible.

If you are unable to obtain in-state lodging at the per diem for a specific city, call Diann Donoviel at 801-538-3103. She will help you find a room at the state per diem rate. Remember that the State will reimburse the actual lodging cost **up to** $55 plus tax for in-state lodging, with the following exceptions:

✦ Moab, Cedar City, St. George – **up to** $65 plus tax

✦ Metropolitan Salt Lake City (Draper to Centerville), Park City, Heber City, Tooele, Midway – **up to** $68 plus tax

✦ Ogden, Layton, Provo/Orem – **up to** $63 plus tax ✤

We Will Need Help from Agency Volunteers for Upgrade

We are continuing to move forward with the project to upgrade FINET. This project will be completed in three phases: Envision, Create, and Achieve. Currently we are at the beginning of the of the Envision phase where we analyze our business practices and policies in FINET and start the process of mapping those items over to the new version of Advantage Financial. This phase will end next January and will provide us with a blueprint document and a project plan to move forward and create a production environment.

A core project team organized for this first phase is currently being trained on the new system. Eventually the Division of Finance will be asking for volunteers from many of the agencies to help us complete the Envision phase. We'll need subject matter experts who work with inventory, budgeting, receivables, accounts payable, and other functional areas of the FINET system. Time commitment for these volunteers will range from just the time it takes to be interviewed by other project team members, to working part-time on the project for a few weeks or so.

If you feel you're a subject matter expert in FINET and would like to volunteer to participate in the project, please ask your agency budget officer to pass on your name to Jerry Gearheart, jgearheart@utah.gov or 801-538-1023. ❖

Frequently Asked Question from FINET Help Desk

Q I have some PGs for FY 04 that I need to pay in FY 05. I also have some PGs in FY 05 that I need to pay in old year. How can I make that happen?

A A PG (Purchase Order) and the related PV (Payment Voucher) must be processed for the same fiscal year. Here is how to implement this:

FY of PG	FY to be Paid	Solution
2004	2004	• Pay with an old year (2004) PV.

2004	2005	• Roll PG to FY 2005.
		  1. Access Purchase Order Roll Table (PORL).
		  2. Enter "R" in the *Action* field.
		  3. Select: *Modify*, *Change* (F7).
		
		When Finance runs the roll job, FINET rolls it to FY 2005 (it will have the same number.).
		
		• Pay with a new year (2005) PV.

2005	2004	• Move PG amount to FY 2004 (roll process does not go backwards from FY 05 to FY 04).
		  1. Cancel the PG, or modify (reduce) the PG by the desired amount in FY 2005.
		  2. Create a new PG in FY 2004.
		
		• Pay with an old year (2004) PV.

2005	2005	• Pay with a new year (2005) PV. ❖

FINET Schedule

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Aug. 3	FINET open; extra Tuesday cycle
Aug. 5	FINET open; extra Thursday cycle
Aug. 6	FINET open; July monthend
Aug. 7	FINET closed; Saturday monthend
Aug. 10	FINET open; extra Tuesday cycle
Aug. 12	FINET open; extra Thursday cycle

Payroll Training

Computer-based training on the Payroll System is available on the Finance Web site at www.finance.utah.gov/training/courses.htm.

Click on the course names listed in the various sections below to view the course description or to access the on-line course.

Data Warehouse Training

Aug. 10	Data Warehouse – Payroll; 10 – 11:30 a.m.
Aug. 10	Data Warehouse – FINET; 1:30 – 3 p.m.
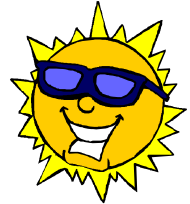
FINET Classroom Training

The FINET classes normally held in August will be postponed until September. This will allow the Division of Finance staff to attend the first round of training for the accounting system upgrade. Look for the classes in September.

FINET On-Line Courses

FINET System Navigation, FINET Overview, Employee Reimbursements, Purchasing and Disbursing, Cost Accounting, Grant Accounting, Revenues and Receivables, Internal Transactions, Fixed Assets

FINET Help Desk

Call 801-538-9690 to resolve immediate questions about using FINET.

Reservations

To reserve your spot in any class offered this month or to add your name to our waiting list for classes not offered this month, call 801-538-3082. We will notify you when the class is scheduled. If you make reservations and cannot attend, please notify us as soon as possible so we can make your spot available to someone else.

Persons with disabilities requiring accommodation should call 801-538-3082 a week before the class to request reasonable accommodation.

Read descriptions of all our courses and link to on-line courses at:
www.finance.utah.gov/training/courses.htm.